

Reinstatement Following Administrative Dissolution

To reinstate your company after an administrative dissolution for failure to file annual reports, you will need to do the following:

- **Submit an “Application for Reinstatement following Administrative Dissolution” form;**
- **Submit all missing annual reports with current information; and**
- **Submit the appropriate fees for the reports and the reinstatement fee.**

The application for reinstatement cannot be filed online, so you will need to submit a paper copy either by mail or in person, along with the accompanying fee. We do not accept applications for reinstatement by email or facsimile. You must file the application for reinstatement and your missing annual reports at the same time. Submit the appropriate fees for the reports and the reinstatement fee with a single check or money order along with the forms. The fee amount and the mailing address are listed at the bottom of the forms.

1. Where do I find the “Application for Reinstatement following Administrative Dissolution” form?

Forms are provided on the website at www.sosnc.gov/corporations by clicking the “Print Forms” link in the left column. You may also [click here](#) to go directly to the listing of entity types. Click the entity type (Business Corporation, Limited Liability Companies (LLC), etc.) to see a listing of forms, including fees. Find the “Application for Reinstatement following Administrative Dissolution” form and print it out. Fill out the form, sign it, and mail it, along with the missing annual reports and corresponding fees, to the address on the bottom of the form.

- a. If you have a Business Corporation, the form is B-08.
- b. If you have a Limited Liability Company (LLC), the form number is L-08.

2. The administrative dissolution prevents me from filing my missing annual reports online. How do I print an annual report form?

Annual report forms can be printed from your company’s profile page on our website. You can get to your profile page by doing a “Search by Corporate Name” or [click here](#). Then follow these steps:

- a. At the top of the company profile page you will see “Click Here To:” and a list of options. Select “Print a Pre-Populated Annual Report Form”.

- b. Make any necessary corrections to the PDF fillable form, print it out, sign it, and submit it to our office with the accompanying fee. The fee amount and the mailing address are listed at the bottom of the form.
- c. If you have more than one year due for annual reports, you may use one annual report form, just indicate all years filing for in the “Year” field near the top of the report.

The annual reports will not be filed without the application for reinstatement.

3. How can I find out how many annual reports I need to submit to “catch up”?

Go to your company’s profile page, and then follow these steps:

- a. At the top of the page you will see “Click Here To:” and a list of options. Select “File an Annual Report”.
- b. You will see a list of all the annual reports filed with our office. Look at the “Year Due” column. There should be an annual report for each year up to the current year. You will need to file an annual report for each missing year.

Note: You will also have an annual report due for the current year. You may choose to file that report now or wait until it is due. Once your company is reinstated to “Current-Active” status, you will also have the option to file your report online.

4. When are annual reports due, and what are the fees?

The due date for an annual report depends on the type of business entity. The chart below explains the due dates by entity types.

Type of entity	When report is due	Fee
Business Corporation	If you file with us, you start with the day your fiscal year ends, and then add 4 months. Your report is due on the 15 th day of the 4 th month.	Online \$20.00* Paper \$25.00
	If you file with the NC Department of Revenue, your annual report is due the same time you file your taxes. If you get an extension for filing your taxes, your annual report due date is also extended.	
Limited Liability Company (LLC or L3C)	Your report is due on April 15 th of each year after the year of creation.	Paper \$200.00 Online \$202.00*

*Fee includes a \$2.00 electronic filing fee.